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EuroMed Feminist Initiative  
المبادرة النسوية الأورومتوسطية  
Initiative Féministe EuroMed

## **TERMS OF REFERENCE**

### ***Consultancy***

***“Support day-care centres and home-based nurseries in Jordan”***

***The program “Towards stronger economic participation of women in Jordan”***

***Funded by the EU Regional Trust Fund in Response to the Syrian Crisis “Madad Fund”***

**EUROMED FEMINIST INITIATIVE**

***Deadline for Submission: 1<sup>st</sup> June 2022***



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## 1. Background Information and Rationale

### 1.1 Introduction

EuroMed Feminist Initiative (EFI) is a policy network that provides expertise in the field of gender equality, democracy building and citizenship, and advocates for political solutions to all conflicts, and peoples' rights to self-determination. EFI Headquarters are in Paris, with offices in Amman, Beirut and Erbil.

EFI in partnership with Business Development Centre (BDC), and Tamkeen for Legal Aid and Human Rights are implementing in Jordan a second phase of Madad for Women program, titled "Towards stronger economic participation of women in Jordan" funded by the European Union (EU) Regional Trust Fund in Response to the Syrian Crises, the "EU Madad Fund". The overall objective is to contribute to women's economic participation at the labour market.

The project is implemented in nine areas: East Amman, Jerash, Ajloun, Irbid, Ramtha, Zarqa, Azraq City, Ain Al Basha and Karak.

## 2. Scope and objectives of the Consultancy

During the first phase of the program, implemented during 2018 – 2021, 3 day-care centres were upgraded and 1 was established, while 46 day-cares were provided support to return to operation and cover the costs incurred by the health and safety requirements imposed by the Ministry of Social Development (MoSD) due to COVID-19. In addition, a comprehensive manual was produced aimed at business owners and human resources departments to guide them to either establish day-cares onsite or contract them offsite through Article 72's amended guidelines. The guide detailed all the steps needed to provide childcare services to employees from establishment to legal codes and licensing, as well as estimated costs and floor maps, etc. It aimed to simplify the process for businesses as much as possible offering all the information required on setting up workplace childcare services or any of its models.

EFI and consortium members will continue creating partnerships to facilitate women's access to labour market and address practical challenges facing them. The aim of the Consultancy is to contribute to the implementation of article 72 in the Labour Law in regard to providing childcare services by private sector employers, to provide continuous support to existing day-care centres, to offer technical support to open new ones, and explore opportunities and support establishing home-based nurseries with women interested in these ventures.

The Consultant will plan and coordinate their work with EFI and consortium members.

### 2.1. Objectives

1. To develop, implement, and evaluate an action plan targeting private sector employers using the comprehensive manual on providing childcare services to their employees. The aim is to encourage private sector employers to comply with article 72.
2. To develop, implement, and evaluate a concrete action plan to offer support to existing day-care centres in targeted areas. Building on the achievements from the first phase of the project, day-care centres who received COVID-19 support packages and capacity building will be followed, outreaching to more day-care centres in targeted areas to replicate the support. Support to CBOs offering childcare services and day-care centers, as well as training and rehabilitation, will be researched.



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3. To provide technical support and facilitate opening 3 day-care centres based on the needs of targeted areas. The day-care centres can be opened following different modules including opening onsite or offsite childcare services, joint daycentres by multiple employers, through CBOs and CSOs, by following the National Framework for day cares and in collaboration with MoSD.
4. Explore opportunities and support the establishing of five home-based daycares with interested women in targeted areas. The support will include one or more of the following: facilitating the registration of the nursery, building capacities, and marketing campaigns to outreach employed women.

## 2.2. Deliverables

1. Provide a concrete proposal, budget and action plan to ensure the objectives and targets are achieved, monitored and evaluated.
2. Investigate the needs and opportunities in the nine targeted areas of the project.
3. Use the technical manual developed in the first phase to provide advisory support on opening day-care centres to private sector employers.
4. Submit quarterly reports on progress made including meetings conducted with employers and business owners, support provided to existing day-cares, technical support provided to establish new day-cares and home-based nurseries.
5. Submit a final narrative and financial reports that reflect the achieved results.
6. Ensure that the visibility of the work following the EU guidelines is covered and documented through all activities, in coordination with EFI communication and visibility officer.

## 2.3. Key partners involved, including the implementing partners and other key stakeholders

In order to achieve the above deliverables, the Consultant shall work in a participatory approach with:

- Consortium members: The project will be carried out in Jordan in partnership with Business Development Centre (BDC) and Tamkeen.
- Private sector employers and business owners targeted by the program during the second phase.
- Rights-holders: Syrian women refugees and Jordanian women from the host communities in targeted areas,
- Key stakeholders: MoSD, Ministry of Labour (MoL), Ministry of Interior (MoI), Ministry of Health (MoH), Social Security Corporation, MPs, municipalities including the Women Economic Empowerment Units (WEEUs), local authorities, and unions, day-care owners, caregivers, civil society organizations (CSOs) and community-based organizations (CBOs), youth initiatives, Women and men from social and professional groups, and the Media.
- Other I/NGOs and CSOs that EFI collaborates with in Jordan



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## **2.4. Management, Monitoring, and Reporting**

The Consortium led by EFI will provide a supervisory and advisory role for the Consultant to lead the implementation of activities aiming at achieving the specified objectives.

- Support in developing a concrete action plan to reach targets.
- Help in facilitating access to private sector companies and stakeholders.
- Review the Consultancy outcomes through periodic meetings on the progress of the work.
- Review and approve the quarterly reports.
- Review and approve the final narrative and financial reports.

## **3. METHODOLOGY AND WORK PLAN**

### **3.1. Methodology**

The Consultant shall work closely with partner organizations, women organizations, women leaders, and activists, as well as relevant stakeholders to develop a participatory action plan to achieve the above-mentioned objectives. The Consultant shall propose practical tools and concrete activities to achieve the objectives of the Consultancy.

It is expected that the Consultant shall offer a detailed methodology in the concept note proposal in line with the suggested methodology.

### **3.2. Work plan: phases, and outcomes.**

The Consultancy will comprise the following phases:

#### **1. Design phase:** During this phase, the Consultant shall:

- a. Hold participatory planning meetings in project targeted locations to develop the concrete and detailed action plan.
- b. Work with partners and key stakeholders to identify the concrete childcare services needs in targeted areas and develop the specific approach and framework to advocate private sector employers to comply with article 72, provide support to existing day-care centres, establish new day-care centres and home-based nurseries.

#### **2. Implementation phase**

- a. Coordinate with EFI and consortium members to identify targeted private sector companies and employers in the nine targeted locations.
- b. Advocate private sector employers to open day-care centres.
- c. Provide support to existing day-care centres in the nine targeted areas based on identified needs.
- d. Provide technical support to open 3 new day-care centres.
- e. Identify interested women and support them in opening 5 home-based nurseries.
- f. Documentation of the outcomes and achieved objectives.

#### **3. Evaluation and reporting**



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- a. Review the Consultancy outcomes and document success stories.
- b. Provide quarterly reports to follow up the progress.
- c. Provide final narrative and financial reports with the outcomes and achieved targets.

#### **4. TIMELINE FOR THE EXECUTION OF THE CONSULTANCY**

The Consultancy is expected to be carried out during **1 July 2022** until **31 March 2024** for a period of **20 months**.

The activities timeline is expected to be agreed with EFI and upon the submission of a concept note, budget and action plan by the Consultant. The activities must be implemented in all of the nine targeted areas.

#### **5. BUDGET**

The total estimate for the Consultancy expenses is a maximum of 90,511 Euros. A detailed budget should be developed and submitted by the Consultant.

This amount shall cover all costs related to activities, consultation fees and staff, and other expenses incurred during the implementation.

#### **6. SUBMISSION OF TECHNICAL PROPOSAL AND ASSESSMENT CRITERIA**

The Consultant shall submit a proposal including a narrative concept note, budget and action plan. The proposal must be submitted in English

The content of the proposal should include the following sections as a minimum:

**A)** Detailed concept note on the suggested activities to achieve objectives and targets, monitoring plan, and final reporting and documentation, including actions to ensure the visibility of the action.

**B)** Budget as detailed below:

- Design stage of the activities: planning and design
- Cost of implementation of activities
- Progress and outcomes of the Consultancy
- Staff costs
- Other related costs

**C)** Action Plan for the suggested activities

**D)** The annual audits and narrative reports of the Consultant for the past 2 years.

**E)** The internal bylaws and/or Statutes including official registration in Jordan

#### **Selection Criteria of the Consultant:**

Proposals received will be assessed according to the following criteria and standards:



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CRITERION 1: Technical quality of the Concept (maximum 4 points out of 10 for the Application as a whole. Minimum of 2 points).

CRITERION 2: Professional profile and experience of the Consultant (maximum 2 points out of 10 for the Application as a whole).

CRITERION 3: Budget (maximum 2 point out of 10 for the Application as a whole).

CRITERION 4: Action plan (maximum 2 point out of 10 for the Application as a whole).

**The submission of the proposal:**

Proposals should be submitted in English by email to [ife@efi-euromed.org](mailto:ife@efi-euromed.org) indicating the reference: "Consultancy - Support day-care centres and home-based nurseries in Jordan".

The deadline for submission of tenders is **1<sup>st</sup> June 2022**